



Will the Office of Human Resources (OHR) notify my principal that I submitted a DOI?

OHR will provide notification to principals immediately following the April 30 DOI withdrawal date on Monday, May 3, 2010.

When will I receive the DOI incentive payment?

You will receive the incentive payment no later than August 27, 2010.

What are the tax liabilities of the incentive payment?

The award payment is tax liable and will be counted in tax year 2010.

I have accepted the DOI, am I eligible to teach summer school this year?

Yes, teachers who are approved for the DOI are eligible to teach summer school.

When will I receive my last pay check for the 2009-2010 school year?

You will receive your last paycheck on Friday, August 27, 2010.

Will I keep my benefits through the summer?

Yes. You will maintain your health and life benefits through August 14, 2010. Following that date, you are entitled to 31 additional days of coverage at no cost to you (September 14, 2010). If you are interested in coverage beyond the 31 day period, you must apply for Temporary Continuation of Coverage (TCC) by submitting enrollment forms to the Office of Human Resources within 60 days from August 14, 2010.

I am moving, when should I change my address with DCPS?

You should change your address through PeopleSoft at <https://pshcm.dc.gov> as soon as possible and no later than **August 1, 2010**.

How do I cancel allotments and/or direct deposit?

If you would like to cancel your allotments or direct deposit you should submit changes through PeopleSoft at <https://pshcm.dc.gov> as soon as possible and no later than **August 1, 2010**.

How do I apply for my Teachers' Retirement Refund?

To obtain a *Teachers' Retirement Refund Application* please log onto <http://dcps.dc.gov/DCPS/doi2010>. You must have received your *Personnel Action Report SF 50 Form* from the DCPS Office of Human Resources to attach with your Teachers' Retirement Refund Application. You will receive your Personnel Action Report SF 50 Form no later Friday, August 27, 2010.

Can I return to DCPS after I receive the \$1,000 Declaration of Intent payment?

Yes, however if you decide to return to DCPS within one (1) year of your separation date you will be required to pay back the one thousand dollar (\$1,000) incentive payment through payroll deductions.

Whom should I contact if I have questions? For further information, please email the Office of Human Resources at dcps.hranswers@dc.gov or call 202-442-4090.